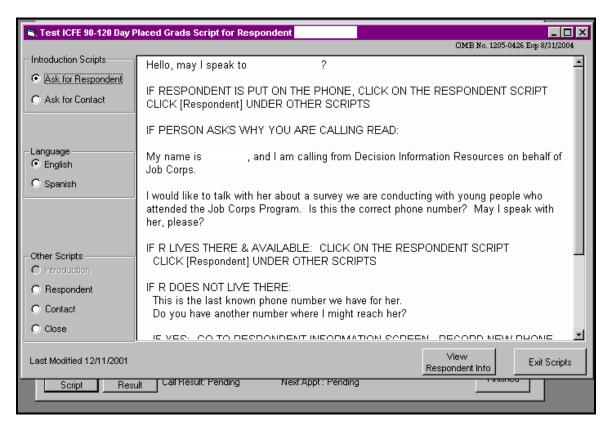
SAMPLE FOLLOW-UP SURVEY

This abridged and annotated survey presents many of the questions that are asked of Job Corps graduates placed in one job at 90 to 120 days. It should provide a general sense of the overall survey. Placement reverification questions are only asked of placed graduates as part of the Interim Checkpoint for Eligibility (ICFE) that is administered at 90 to 120 days and placed former enrollees at 90 days. Questions in the remaining sections are asked of all respondents, as appropriate, without regard to their placement or graduation status. The five sections that make up the follow-up surveys are:

- 1. Placement Reverification (Employment and Education)
- 2. Employment Last Week
- 3. Education Last Week
- 4. Summary of Experiences for Those Neither Working Nor in School Last Week
- 5. Satisfaction with Job Corps Services

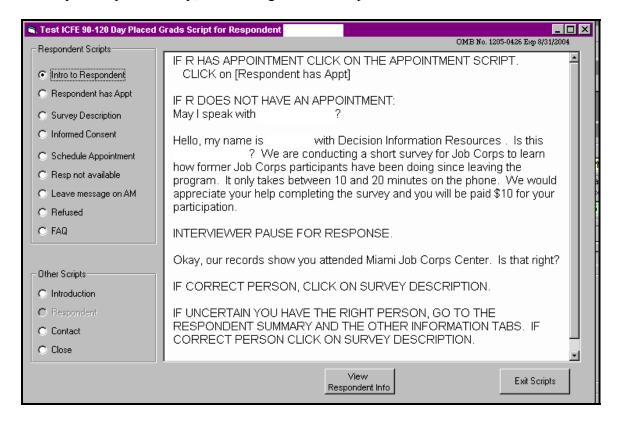
Survey Introduction

Interviewers use this introductory screen to ask to speak with all former Job Corps participants before beginning the survey.



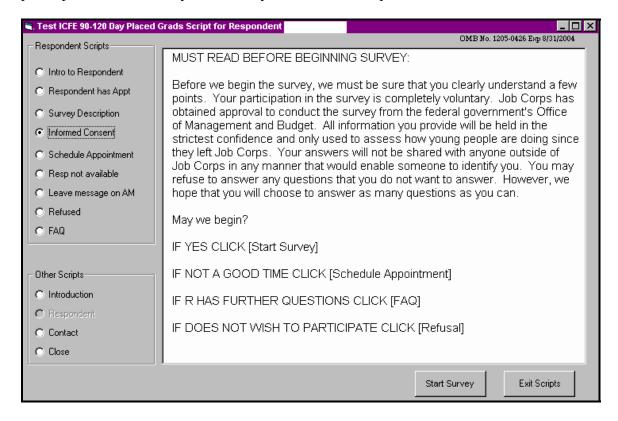
Graduate Incentive

Interviewers read the text from this screen to all placed graduates to inform them of the payment they will receive for completing the survey. The screen below is for the 90-to-120-day checkpoint survey, for which graduates are paid \$10.



Informed Consent

Interviewers read the text from this screen to all respondents to inform them that their participation in the survey is voluntary and that their responses are confidential.



Introduction to the Surveys

Each of the surveys is a "snapshot" of the employment or education status of respondents. The purpose of the surveys is to obtain accurate and complete information for a specific one-week period to determine whether respondents are working or in school (or both). Questions are organized around the following topics:

- Placement Reverification
- Employment Last Week
- Education Last Week
- Neither Working Nor In School Last Week
- Satisfaction with Job Corps Services

Survey Layout

A. Placement Reverification

- Reverify the validity and accuracy of initial placements as reported to Job Corps at the time of initial placement
- Reverify the validity and accuracy of earnings and hours worked or attending school reported to Job Corps at time of initial placement

B. Overview of "Employment Last Week" Questions

- Determine whether respondents were working "last week."
 Note: "Last week" corresponds to the most recent complete Sunday-to-Saturday period.
- Collect information about current job(s).
- If working, collect:
 - Number of hours worked
 - o Earnings
 - o Whether worked overtime and, if so, the overtime hours and rate
 - Whether earned additional payments such as tips, bonuses, or commissions
 - Whether employer offers benefits
- Determine total number of weeks worked during the last three months.

C. Overview of "Education Last Week" Questions

- Determine if in school or training "last week"
- Collect information about school or training program
- If high school, vocational training, or other, collect the number of hours attended last week
- If college program, collect the number of college credits for which registered last week
- Determine total number of weeks enrolled in any school or training program during the last three months

D. Summary of Experiences for Those Neither Working Nor In School Last Week

This section is only asked of respondents who say that they were neither working nor in school last week.

Determine whether respondents currently want a job.

- If respondents want a job, ask:
 - o Number of hours per week wish to work
 - Whether currently looking for work
 - Activities to find work
 - Main reason not working
- If respondents do not want a job, ask:
 - o Main reason for not wanting a job at this time.

E. Summary of Satisfaction with Job Corps Services

Questions in this section are asked to assess satisfaction with Job Corps and the services received while at the Job Corps center, as well as to determine whether respondents have received any career transition services through Job Corps since leaving the center.

These services include job placement-related assistance and any additional services necessary to obtain or retain a job (e.g., housing, transportation, and child

care). The questions in the 90-day former enrollee surveys and the 90-to-120-day checkpoint inquire about services obtained while in Job Corps and since leaving Job Corps. The 6- and 12-month surveys focus on services obtained since leaving the center.

F. Contact Information

Contact information is updated at the end of the ICFE with Job Corps graduates so that interviewers will have up-to-date telephone numbers and addresses when they call respondents at six months. These questions are also repeated as part of the 6-month survey to help locate respondents for the 12-month survey.

Employment Reverification

In this section, interviewers reverify respondents' initial job placement information. If respondents are unable to confirm the initial placement information, the JCDC e-mails a questionable placement notice to the appropriate regional office for follow-up with the placement or CTS provider. For example, a placement is considered valid and reverified when respondents confirm that during the reference period, they:

- Worked for the employer listed
- Worked the number of hours required during at least one seven-day period
- Received an hourly wage rate that met or exceeded the federal minimum wage

Q. JV1_A1: Whether the Respondent Working for the Employer Listed in the Placement Record

Question JV1 A1 is designed to collect three pieces of information:

- 1) Did the respondent work for this employer?
- 2) Was the respondent working for this employer during the reference period?
- 3) Is the employer's name and address correctly recorded in the placement record?

>JV1_A1< First, I would like to ask about your recent work experiences since you left Job Corps. Our records show that you worked for STANFORD CORPORATE CHILD CARE. Is that right?

IF RESPONDENT DOES NOT SEEM TO RECOGNIZE EMPLOYER, USE OPTIONAL PROBE: Our records list STANFORD CORPORATE CHILD CARE at 22 GATEHOUSE RD in STANDFORD, CT. Do you remember working there?

Q. JV4: Number of Hours Worked Per Week

Question JV4 is asked to verify that respondents worked the number of hours reported by CTS agencies to meet the Job Corps placement definition.

Hours worked as reported by CTS agencies are inserted into the text of the question.

>JV4< Our records show that you worked 40 hours per week on that job. Is that right?

JV6: Wages

Questions JV6-JV7_MIN are asked to verify the amount respondents were paid by the hour when they started their jobs. This is necessary to determine if the job placement meets the Job Corps placement definition requirements.

>JV6< This next question is about your wages on that job. Our records show that you were paid about \$ 8.50 per hour when you started that job. Is that right?

The amount respondents were paid per hour is inserted in the text of the question.

- If the answer to the question is **YES**, the program will skip to Question JV8.
- If the answer to the question is **NO**, the program will skip to Question JV7.
- If the answer to the question is "**not paid by the hour**" or **DON'T KNOW**, the program will skip to Question JV7 MIN.

JV7: Starting Hourly Pay

This question is asked when respondents report that the amount paid per hour identified in Question JV6 is wrong. As long as respondents confirm an hourly wage above the federal minimum wage (with sufficient number of hours), the job is considered to have met the placement requirements.

>JV7< How much were you paid per hour when you started that job?

JV7 MIN: Earning the Minimum Wage

This question is asked when respondents are not paid by the hour or do not know how much they are paid by the hour.

>JV7_MIN< Were you making at least \$5.15 per hour on that job? That is the federal minimum wage.

- If the answer to the question is **YES** or **DON'T KNOW**, the program will skip to Question JV8.
- If the answer to the question is **NO**, a warning will appear indicating that the amount entered is below the minimum wage and identifies a Questionable Placement.

Q. JV8: Still at Job

Question JV8 is asked to determine whether respondents have continued to work at this job.

>JV8< Are you still working on that job?

Respondents Placed in Two Jobs

This set of questions is repeated for respondents who were initially placed in two jobs.

Respondents Placed in School/College

A set of questions designed to verify respondents' school or training placement information is asked of respondents initially placed in high school, vocational training, college, on-the-job training/subsidized employment, or "other" type of training program. Those questions are not presented in this document.

Respondents Placed in Job/College Combinations

Respondents initially placed in both job and college are asked a combination of questions from the employment verification and school or college verification sections in order to verify both parts of the placement. Those questions are not presented in this document.

Employment Last Week

The purpose of the employment questions is to obtain a "snapshot" of information about the employment and earnings experiences of former Job Corps participants during last week. Last week corresponds to the most recent complete Sunday-to-Saturday period.

Q. EM1: Whether the Respondent was Working Last Week

If the answer to Question EM1 is **YES**, then respondents are asked a series of questions about their job during the previous week.

If respondents were not working during that week or were not on a paid absence from their job and the response is **NO**, then the computer program will move to Question EM38 and ask respondents whether they have worked at any time during the last three months.

>EM1< We just talked about a job or jobs you held after leaving Job Corps. Now I have a few questions any jobs you held between Sunday, March 3, 2002 and Saturday, March 9, 2002. Did you have a job for pay last week? Please include any full or part time jobs for pay, including any evening or weekend work.

[OPTIONAL PROBE: Include any job from which you were temporarily absent if you will be paid for the time you missed.]

[INTERVIEWER NOTE: SELECT 'Yes, but not PAID last week' IF RESPONDENT INTENDS TO RETURN TO WORK, BUT WAS NOT PAID LAST WEEK.]

Q. EM4: Number of Hours Respondent Work for Pay Last Week

In Question EM4, respondents are asked for the number of hours they worked for pay during the previous week. These are the **actual hours** respondents worked last week, including any overtime worked during that week. The program skips to Question EM6 after the number of paid hours is entered in Question EM4.

>EM4< How many hours did you work for pay last week at that job? Please include any paid overtime hours you may have worked and any paid leave such as sick leave, vacation or holiday pay.

OPTIONAL PROBE: IF R SAYS NOT PAID PER HOUR STILL ASK: How many hours did you work last week at that job?

Q. EM6: Whether Respondent is Paid by the Hour

Question EM6 is a screening question to determine whether respondents were paid by the hour. If respondents answer **YES**, then Question EM7 is asked to determine respondents' hourly earnings during the previous week.

•EM6< Now I have a few questions about your earnings. Are you paid by the hour on that job?

Q.EM7: Hourly Earnings

Question EM7 asks respondents how much they were paid per hour during the previous week. After the hourly earnings are entered, the program skips to Question EM8.

>EM7< How much are you paid per hour?

If respondents answer **DON'T KNOW**, the program skips to Question EM7_MIN. In Question EM7_MIN (not shown), respondents are asked if they earned at least \$5.15 per hour, the federal minimum wage.

Q. EM8: Overtime Pay

Question EM8 is designed to find out whether respondents earned any overtime pay during the previous week.

>EM8< Last week, did you earn any overtime pay at this job? [OPTIONAL PROBE: By overtime pay we mean earnings at a higher rate of pay than your regular hourly rate of pay.]

If respondents answer **YES**, the program skips to Question EM9 where they are asked the number of hours for which they were paid overtime. The program then skips to Question EM10 where respondents are asked how much per hour they earned in overtime pay on this job.

Q. EM17: Other Payments in Addition to Regular Pay (i.e., bonuses, tips, or commissions)

Question EM17 asks respondents who earn regular wages or salary if they have earned any overtime pay, bonuses, commissions, tips or other payments from that job during the previous week.

>EM17< In addition to your regular pay, did you earn any other money from this job last week that we haven't talked about such as tips, commissions, bonuses or other types of payments?

Q. EM20A – EM 20E: Employer-Provided Benefits

In this set of questions, respondents are asked whether their employers offer certain benefits as part of their employment package, including health insurance, paid sick leave, paid vacation, child care assistance, and retirement or pension plan. Question EM20A is shown here; however, questions EM20B-EM20E are in the same format but not presented here.

>EM20A< Does your employer offer...

a health insurance plan?

Q. EM20F: Whether the Job is an Apprenticeship

Question EM20F asks respondents whether their jobs are part of a registered apprenticeship program, as defined in the PRH.

>EM20F< And is this job part of a union sponsored apprenticeship training program?

SECOND JOB:

When respondents have held two or more jobs "last week," all of the questions in the Employment Last Week Module are repeated for the second job. If respondents held only one job, then Question EM39 is asked to obtain the total number of weeks worked in the last three months.

Q. EM38: Worked Any Time During Last Three Months

When respondents indicate in Question EM1 that they have not worked during the reference week, all questions about employment last week are skipped and they are asked a screening question at EM38 to determine whether they worked at all during the last three months.

>EM38< Now I want to ask about your employment during the last three months, that is from December 14, 2001 until today. During that period did you work at any job for pay?

INTERVIEWER NOTE: IF SUBSIDIZED EMPLOYMENT OR ON-THE JOB TRAINING IS MENTIONED DO NOT COUNT HERE, THOSE EXPERIENCES GO IN MODULE ON EDUCATION LAST WEEK.

Q. EM39: Total Weeks Worked

Question EM39 asks respondents to estimate the total number of weeks they worked during the last three months.

>EM39< Now I want to ask about your employment during the last three months, that is from December 14, 2001 until today. How many weeks altogether would you say you worked for pay? Please count a week as worked if you worked at all during that week.

PROBE: Your best estimate here is fine.

Education Last Week

The purpose of the questions about school, training or college is to obtain a "snapshot" of information about the educational experiences of former Job Corps participants during a one-week period.

Q. ED1: Whether Respondent was Enrolled in School or Training Last Week

Respondents are asked this question to determine whether they were enrolled in school or training last week.

>ED1< Now I have a few more questions about last week. Did you attend any school, vocational training, or college between Sunday, March 3, 2002 and Saturday, March 9, 2002?

OPTIONAL PROBE: Please include any school or training program that you attended that was temporarily closed for term breaks.

INTERVIEWER NOTE: USE 'Summer Vacation' IF RESPONDENT IS ON BREAK FOR THE SUMMER AND IS PLANNING TO RETURN NEXT TERM

Q. ED4: Number of Hours Attended Last Week

Question ED4 is used to determine the number of hours respondents spent in educational or training activities during the previous week.

ED4< Last week, that is from March 3, 2002 to March 9, 2002, how many hours were you in class?

Q. ED6 B: Length of Program

Question ED6_B asks respondents whether the training programs they are attending are expected to last at least 90 days.

>ED6_B< Was this education program scheduled to last at least 90 days, or about 3 months?

[INTERVIEWER NOTE: QUESTION REFERS TO LENGTH OF PROGRAM NOT HOW LONG THE RESPONDENT HAS BEEN OR WILL BE ENROLLED.]

Q. ED8: Amount of Training in the Last Three Months

If respondents indicate in Question ED1 that they are not currently enrolled in any educational program, Question ED8 is asked as a screener to determine whether they have attended any school, training, or college programs in the past three months.

>ED8< In the last three months, that is from December 14, 2001 until today, did you attend any schools, training programs or colleges, or work at any subsidized employment programs or on-the-job training programs?

PROBE: IF RESPONDENT WAS IN A SUBSIDIZED EMPLOYMENT PROGRAM OR OJT COUNT HERE AND ASK: Is that a job you told me about in the previous question?

Q. ED9: Total Number of Weeks in School/Training

Question ED9 is asked to determine the total number of weeks respondents have been engaged in educational or training activities during the last three months.

>ED9< December 14, 2001 to today is a 13-week period. How many weeks of this 13-week period did you attend a school or educational program? [OPTIONAL PROBE: Please count weeks between school terms except for summer vacation as attended.]

Summary of Experiences for Those Neither Working Nor in School Last Week

Questions in this section are asked only when respondents' answers to questions in the "Employment Last Week" and "Education Last Week" sections indicate that they were neither working nor in school.

Q. NW1: Desire to Work

This question is asked to determine whether respondents want to work.

>NW1< These next few questions are about any plans you currently have for finding a job.

Do you currently want a job for pay?

Q. NW4: Reason Not Looking for Work

Question NW4 is asked to determine why respondents are not looking for work.

>NW4< What is the main reason you are not looking for work? INTERVIEWER IF RESPONDENT GIVES MORE THAN ONE REASON PROBE: Of the reasons you just gave, which would you say is the one main				
reason?				
MARK ONLY ONE.				
○ 1. Ialready have a job (didn't work for pay last	O4.	Discrimination	O8.	Scheduling onflict with school or training
week/have a job i am returning to/waiting for	O 5.	Childcare problems (can't afford, scheduling)	O 9.	Transportation problems
temporary agency placement)	O 6.		O 10.	Other
C 2. No jobs available/cannot find a job/cannot find a job for adequate pay		problems/obligation	O 98.	. Don't know
O 3. Lacks qualifications for a job	O7.	Health/injury/illness/medical limitations	O 99.	Refused

Q. NW5_a through NW5_h: Job Search Activities

In this set of questions, respondents are asked whether they have engaged in certain job search activities in order to determine what they have done to find work, including contacting One Stop Career Centers, asking friends and relatives about job openings, looking at want ads, and sending résumés. Question NW5a is shown here. Questions NW5b – NW5h use the same format, but are not presented here.

I'm going to read you a list of things that some people do to find jobs. Please tell me whether or not you have done these things to find work in the last three months, that is since December 14, 2001, have you...

>NW5a< Talked with your Job Corps counselor, Career Development Specialist or some other Job Corps staff?

Satisfaction with Job Corps Services

The questions in this section of the survey collect data on the type of assistance respondents have received from Job Corps and the Career Development Services System.

SA1/SA2_A through G: Satisfaction with Services Received When Enrolled in Job Corps

Questions SA1/SA2 consist of a series of questions that determine both the type of services respondents received while in Job Corps as well as respondents' ratings of the usefulness of these services. These questions are only asked during the 90-day Former Enrollee Survey and in the 90-to-120-day ICFE for graduates. This set of questions includes a series of items that asks whether respondents received the following services and, if so, how helpful they found the service. Services included:

- Computer training
- Information about One-Stop Career Centers
- Training in job search skills
- Information about job openings, schools or training programs, or the military
- Help scheduling an interview with an employer or school official
- Assistance with transportation
- Assistance with housing
- Assistance with child care

While in Job Corps did you receive ...
>SA1_A< computer training?

>SA2_A< Rate how helpful this computer training was to you. Has it been very helpful, somewhat helpful, not very helpful, or not at all helpful?

[OPTIONAL PROBE: How helpful was it to you in finding a job, keeping a job or enrolling in further school or training?]

Q. SA3/SA4 A through G: Satisfaction with Services Since Leaving Job Corps

This series of questions is asked to determine whether respondents received any services from Job Corps since leaving the program. This set of questions includes a series of items that asks whether respondents received the following services and, if so, how helpful they found the service. Services included:

- Information about One-Stop Career Centers
- Training in job search skills
- Information about job openings, schools or training programs, or the military
- Help scheduling an interview with an employer or school official
- Assistance with transportation
- Assistance with housing
- Assistance with child care

Since you left Job Corps, has any one connected with Job Corps ...

>SA3_A< helped you get get services from a one-stop career center?

>SA4_A< Rate how helpful the one-stop career center was to you. Were those services very helpful, somewhat helpful, not very helpful, or not at all helpful? [OPTIONAL PROBE: How helpful was it to you in finding a job, keeping a job or enrolling in further school or training or entering the military?]

SA5.: Respondent's Rating of Job Corps

Question SA5 asks respondents to rate the Job Corps center they attended in terms of how well it prepared them for employment and further schooling.

•SA5< Now I would like you to rate the Job Corps center you attended on how well it prepared you for employment or further schooling. Would you say that as a result of participating in Job Corps your preparation for work or further schooling was excellent, very good, good, fair, or poor?

SA7.: Recommend Job Corps

Question SA7 asks respondents whether they would recommend the Job Corps program to a friend.

>SA7< Thinking about the educational and vocational training services offered by the Job Corps program, is it the kind of program you would recommend to a friend?

SA8.: Reason for Leaving Job Corps

Only former enrollees are asked the main reason they did not complete Job Corps training.

>SA8< According to our records, you left Job Corps before completing your training. What would you say was the main reason you did not complete your training? [INTERVIEWER: MARK ONLY ONE REASON] INTERVIEWER: IF MORE THAN ONE REASON IS MENTIONED: Which of the reasons you just mentioned would you say is the one main reason you left Job Corps before completing your training or your GED?] C 5. Child care problem C 10. Did not like or get along with other students 1. Got a job orneeded a job 2. Did not want a GED C6. Did not like program or program boring C 11. Other reason 3. Medical/administrative termination (e.g., C7. Parental or family problem or pressure C 98. Don't know pregnancy, illness) C8. Dissatisfaction with the quality of the program C 99. Refused Involuntary termination (e.g., zero tolerance) C 9. Did not like or get along with program staff

Q. SA9: Other Comments by Respondent

The last question obtains any comments that respondents wish to make about Job Corps, including career transition services.

>SA9< Do you have any other comments about Job Corps or about Career Transition Services that you would like to make?

Thank-You Screen

After the survey is completed, interviewers thank respondents for taking time to complete the survey. When graduates complete the ICFE at 90 to 120 days and the 6-month survey, interviewers verify and update their contact information and update information on their alternate contacts for future surveys.

